

Message Text

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FM AMEMBASSY TOKYO

TO AMEMBASSY BANGKOK

AMEMBASSY CANBERRA

AMCONSUL HONG KONG

AMEMBASSY JAKARTA

AMEMBASSY KUALA LUMPUR

AMEMBASSY MANILA

AMECONSUL PORT MORESBY

AMEMBASSY SEOUL

AMEMBASSY SINGAPORE

AMEMBASSY SUVA

AMEMBASSY TAIPEI

AMEMBASSY WELLINGTON

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E.O. 11652: N/A

SUBJECT: REGIONAL CONFERENCE OF AMERICAN STUDIES SPECIALISTS

REF: TOKYO 6132

1. IN AUGUST U.S. EDUCATONAL COMMISSION IN JAPAN
(USEC/J) WILL ISSUE "PREPAID TRAVEL ADVICE" FOR EACH
DELEGATE REQUIRING TRAVEL ASSISTANCE. THESE WERE
IDENTIFIED IN REFTEL. PREPAID TRAVEL ADVICE WILL BE
PURCHASED IN TOKYO THROUGH AMERICAN EXPRESS AND
TRANSMITTED TO AIRLINES OFFICE IN EACH COUNTRY (PAN
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AMERICAN OR NWA IN CITIES WHERE THEY HAVE OFFICES)
FOR ISSUING TICKETS TO EACH USEC/J-SUPPORTED DELEGATE.
USEC/J WILL NEED TO HAVE FULL NAME, ADDRESS, AND
TELEPHONE NUMBER OF EACH DELEGATE IN ADVANCE TO PASS

TO AIRLINES TO USE TO MAKE CONTACT LOCALLY. DELEGATES WILL DEAL DIRECTLY WITH AIRLINES, AND PROCEED TO TOKYO.

2. ON ARRIVAL AT HANEDA AIRPORT IN TOKYO DELEGATES SHOULD TAKE AIRPORT BUS (LIMOUSINE) SERVICE OR TAXI TO GINZA DAI-ICHI HOTEL. AIRPORT BUS FARE TO HOTEL IS 700 YEN (APPROXIMATELY \$2.50), TAXIFARE IS AROUND 2,800 YEN OR \$10.00. IF NO AIRPORT BUS-LIMOUSINE IS GOING TO GINZA DAI-ICHI HOTEL DELEGATES CAN TAKE BUS TO SHIMBASHI DAI-ICHI HOTEL THEN TAKE FREE SHUTTLE BUS.

3. CONFERENCE SECRETARIAT WILL HAVE DESK AT HOTEL LOBBY ALL DAY SEPTEMBER 3 AND MORNING OF SEPTEMBER 4. ARRIVING DELEGATES SHOULD CHECK IN.

4. USEC/J WILL PROVIDE A TRAVEL ALLOWANCE OF APPROXIMATELY \$60.00 IN YEN TO EACH ARRIVING DELEGATE WHO IS RECEIVING USEC/J TRAVEL TICKETS. PAYMENT WILL BE MADE BY CONFERENCE SECRETARIAT UPON ARRIVAL AT HOTEL. DELEGATES MUST COME FROM AIRPORT TO HOTEL ON THEIR OWN, HOWEVER, THUS WILL NEED ENOUGH PERSONAL FUNDS CONVERTIBLE TO YEN AT AIRPORT FOR FARE INTO TOWN, AND OTHER AIRPORT INCIDENTALS IF NEEDED. \$60.00 TRAVEL ALLOWANCE INTENDED TO REIMBURSE INCIDENTAL EXPENSES INCURRED DURING TRAVEL STATUS SUCH AS AIRPORT TAXES, BAGGAGES HANDLING, TAXI FARES, TIPS WHILE STAYING IN JAPAN.

5. DELEGATES NOT RECEIVING TRAVEL SUPPORT FROM USEC/J WILL NOT BE GIVEN TRAVEL ALLOWANCE IN TOKYO.

6. ROOMS WILL BE RESERVED FOR DELEGATES AND TWO MEALS MAY BE CHARGED ON ARRIVAL AND DEPARTURE DAYS, BUT ONLY AT GINZA DAI-ICHI HOTEL. CONFERENCE HOSTS WILL PAY THIS BUT CANNOT PAY MORE IN TOKYO. EARLY ARRIVES MAY WISH TO RESERVE ROOMS AT SAME HOTEL ON THEIR OWN, FOR CONVENIENCE. IF DELEGATES EXTEND TRAVEL TIME IN TOKYO OR
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ENROUTE TO AND FROM, MAINTENANCE AS WELL AS ADDITIONAL TRAVEL WOULD BE THEIR RESPONSIBILITY.

7. PARTICIPANTS ARRIVE IN TOKYO SEPTEMBER 3. DINNER, ROOM, BREAKFAST ON SEPTEMBER 4 PROVIDED. CONFERENCE BUS WILL LEAVE FROM GINZA DAI-ICHI HOTEL AT AROUND NOON SEPTEMBER 4 AND SINCE CONFERENCE SITE IS IN REMOTE MOUNTAIN AREA WITHOUT REGULAR PUBLIC TRANSPORTATION IT WILL BE DIFFICULT FOR STRAGGLERS TO FIND THEIR WAY THERE IF THEY MISS BUS. ROOM AND MEALS ALSO PROVIDED DURING CONFERENCE, SEPT. 4-7. RETURN BUS WILL LEAVE CONFERENCE SITE SEPTEMBER 7 AFTERNOON, ARRIVING GINZA DAI-ICHI HOTEL IN TOKYO AROUND 6:00 P.M. CONFERENCE HOSTS WILL

PROVIDE DINNER AT HOTEL, ROOM, AND BREAKFAST ON
SEPTEMBER 8.

8. ADDRESS OF HOTEL IS: 8-13-1, GINZA, CHUO-KU, TOKYO
104. TELEPHONE (03) 542-5311.

9. PLANNING COMMITTEE WOULD APPRECIATE IT IF SOMEONE
AT POST OR COMMISSION COULD GO OVER THESE ARRANGEMENTS
WITH EACH DELEGATE. QUESTIONS REQUESTED EARLY WHILE
PLANS ARE STILL IN PROCESS.
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